

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Personnel Specialist	
		Division and/or Subdivision Nevada-Yuba-Placer Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Auburn	
		Class Title of Position Personnel Specialist	
		Position Number 541-216-1303-904	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the supervision of the Division Chief of Management Services, the Personnel Services Specialist-I will: * Determine correct salary rate for each employee. Determine amount and date when employee will receive pay adjustments, such as Merit Salary Adjustment (MSA), Special In-grade Salary Adjustment (SISA), Longevity Pay, Educational Incentive Pay, Fire Mission Pay, etc., and set up tickler file for each. *When pay adjustments are due, complete Personnel Action Request (PAR) and key into State Controller's data base. Monthly, identify any person that should be docked, prepare Std. Form 603 (Absence without Pay) and key into State Controller's Office (SCO) prior to cut-off. *Identify any persons that have been appointed, transferred, separated or changed positions during the month and enter on Form 672 (Time and Attendance Report). When monthly payroll is received, verify the information on the payroll warrant register coincides with information on Form 672. *If discrepancies are found, prepare Form 666 (Exceptions to Payroll) indicating such. *Return any payroll warrants to SCO if necessary and/or prepare Form 674 (Payroll Adjustment Notice) to request proper pay or transfer of funds and submit it to SCO. *Identify and process any accounts receivable through the SCO and assure monies have been deducted from warrant. * Prepare and process form Std. 639 to initiate any salary garnishments ordered by courts, Franchise Tax Board, etc. *Assure garnishments have been deducted from payroll warrant. Mail garnishment warrant to appropriate payee. *Prepare and issue salary advances if needed. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only	☐ Posted to Directory	Initials and date	

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*Monthly, receive information from each station indicating the numbers of pay and visitor pay meals consumed for each employee. * Prior to SCO cutoff date, key deduction information for each employee in SCO Keymaster program. * Verify proper deduction amount was taken from appropriate payroll warrant. *If not, re-key for following month deduction

*Verify monthly payroll is correct and key into SCO's Master Payroll Certification (MPC) program.

*Maintain tickler file of when annual Individual Development Plans and/or Probationary Reports are due for each employee. *Prepare appropriate form and send to supervisor for completion. *When received, type and send to supervisor/employee for signature. *When received, process and log. *Obtain Unit Chief's signature if necessary.

*Keep active log of when each permanent employee is due their uniform replacement allowance. *Monthly, initiate Form 671 to request uniform allowance pay and key into SCO PIP system.

*Initiate and process all form 671's to request uniform replacement allowance for separating seasonal employees.

* Initiate and process through Unit Finance office any requests for uniform advances on Form AO-107. * Keep pending copy to clear advance from appropriate warrant.

* Verify warrants received with pending 671 and release warrants to employees.

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25%

APPOINTMENTS, SEPARATIONS, TRANSFERS, POSITION CONTROL

Assure all appointments are made in accordance with existing state laws, rules and memoranda of understanding for various bargaining units.

Provide orientation information to employees, new or returning to CAL FIRE, and explain benefits available to them. *Assist employee in completing and understanding appointment documents which include: *Employee Action Request, Designation of Persons Authorized to Receive Warrants, Employment Eligibility Verification, Emergency Notification Information, Health Questionnaire, Affected Work Force Census Questionnaire, Employee Rules of Conduct, Digest of Laws Related to Association with Prison Inmates, Oath of Allegiance, relevant Union enrollment form, Health, Dental and Vision enrollment forms, and/or Direct Deposit, Savings Bond, Deferred Comp, Life Insurance, etc.

Initiate and complete required PAR items. * Key PAR and Employee Action Request (EAR) information into SCO

Personnel Information Management System (PIMS) program. *Verify information is correct on Turnaround PAR by comparing with pending copy. *Correct discrepancies if necessary. Send Notice of Personnel Action to employee requesting return with signature. Keep pending copy until signed copy is returned.

Initiate, complete and forward for approval all PO-200 packages which include organizational chart and duty statements for the hiring of new employees or the creation of new positions. Request employment certification lists and schedule interviews. *Monitor progression of PO-200 packages submitted.

Maintain current roster panel of all coded positions within Unit, noting history of employee movement in each position. *Audit and correct Schedule 8 for submittal to Budgets Office.

Keep active log of transfer requests into and out of unit. * Process and mail all transfer requests received from employees to proper unit.

Initiate and process required PAR information and key into SCO PIMS program. Complete and mail Employee Transfer Form Std. 612, personnel file and PAR to receiving unit when employee transfers out.

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	Compile separation packets and send to stations at beginning of year to be used when separating employees. *When completed documents are received with final timesheet, do the following: Determine amounts payable to separating employee and log on Exit Clearance form: A. Regular Salary B. Lump sum overtime, vacation, Personnel Leave Program (PLP), etc. C. Uniform Allowance D. Planned/Unplanned Overtime E. Other types of pay Determine amounts owed by separating employee and log on Exit Clearance Form: A. Uniform Advances B. Salary Advances C. Maintenance D. Property lost E. Other types of accounts receivables. Initiate and complete required PAR and EAR items and key into SCO PIMS program. Enter any overtime into SCO PIP program. Verify and log on Exit Clearance Form as monies are paid and/or received. *Verify Turnaround PAR with pending copy. * Mail warrants and Notice of Personnel Action (NOPA's) to separated employees. ATTENDANCE AND OVERTIME: Prepares and disseminates timesheets each month for employees. Audits monthly attendance reports and 28-day work period overtime reports for accuracy and proper leave usage, proper coding of overtime and base pay, docks, time bank donations/usage, jury duty, etc., and posts leave balances for each employee. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
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15%	From information obtained from time reports, initiates, prepares form 671 and keys planned/unplanned overtime, Emergency Response Bonus (ERB) and Extended Duty Pay (EDP), Differential for Extremely Arduous Work and Emergencies (EDIF), and other types of pay into SCO Payroll Input Process (PIP) program. When warrants are received, verify time and rate against pending 671 and release to employee. Correct discrepancies if necessary. BENEFITS, WORKER'S COMP, MEDICALS: Act as Benefits Officer for Unit. Remain current on available plans per location, tenure and bargaining unit. Initiate, audit, complete and process through various agencies all benefit enrollment and/or change forms for health, dental, vision, flex-elect, long-term disability, life insurance, savings bonds, deferred comp, etc. Verify when deduction is made with pending copy. Disseminate benefit information to all employees advising of their eligibility. Keep field apprised of all changes to benefits. Advise employees and/or dependents of their Consolidated Omnibus Budget Reconciliation Act (COBRA) rights and enroll those persons wishing to do so in the appropriate plan. Help employees access the Employee Assistance Program (EAP) when requested. Receive and audit all 3067 forms (Employer's Report of Occupational Injury and Illness) and 3301 forms (Employee's Claim for Worker's Benefits). Acquire any necessary return to work and/or light duty forms. Mail original forms to State Compensation Insurance Fund (SCIF) and copies to Region Office.		
5%	FIREFIGHTER I PROCESS: Mail health questionnaire to prospective hires. Keep track of who responds, review health questionnaire and mail report to work letters along with uniform requirements to all new hires.		
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MISCELLANEOUS:

Maintain keen knowledge of current Memoranda of Understanding (MOU) for numerous bargaining units. Keep abreast of all changes to MOU's and advise employees as they occur. Provide field expertise to Labor Relations Office as requested to aid in bargaining. Provide assistance to senior staff in interpretation of new MOU changes and possible impact to the Unit. Help devise methods to implement personnel changes to new MOU's.

Maintain Unit's official confidential employee personnel files.

Maintain all human resources general files and purge according to State Administrative Manual (SAM) retention schedule.

Maintain and file revisions to all manuals listed in Item #7. Complete and mail all Employment Development Department Unemployment Insurance audit forms.

Compile and submit monthly vacancy report.

Keep working inventory of personnel forms and revision dates; order as need is anticipated.

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